



# MINISTRY OF EDUCATION

## APPLICATION FORM FOR INTERBANK GIRO

(FOR PAYMENT AND REFUND OF SCHOOL FEES AND CHARGES)

**PART 1: FOR APPLICANT'S COMPLETION** (please write within the shaded areas)

**Please note: You may need 5 minutes and you will need your bank account information to fill in this form.**

<p><b>Date</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>To: Name of Bank (please tick one)</b></p> <p><input type="checkbox"/> POSB Bank      <input type="checkbox"/> DBS Bank</p> <p><input type="checkbox"/> <b>Other Bank:</b> <div style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></div> (please specify bank's name)</p>	<p><b>Name of School</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>Name of Student</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>Student BC / NRIC / FIN Number</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
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- (a) I/We hereby instruct you to process the Ministry of Education's (MOE) instruction to debit and credit my/our account.
- (b) You are entitled to reject the MOE's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorization will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through MOE.
- (d) I/We hereby authorize you to terminate this authorization without any written notice to me/us once you are informed by the MOE that the abovenamed student is no longer studying in a school under its billing administration.

<p><b>Name(s) of Account Holder</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>For Singapore Citizen NRIC No. (Prefix with 'S'/'T')</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>Address</b></p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div> <p><b>Contact No.</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<p><b>Bank Account No. (Please do not use the Children Development A/c under Baby Bonus scheme)</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>For PR / Foreigner Passport No.</b></p> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p><b>Signature(s)/Thumb print(s)*/Company's Stamp</b></p> <div style="background-color: #cccccc; height: 80px; width: 100%;"></div> <p style="text-align: center;">(As in Bank's Records)</p> <p style="text-align: center; font-size: small;">* For thumbprints, please go to the branch for verification</p>
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**PART 1A : FOR EDUSAVE STANDING ORDER FOR SINGAPORE CITIZEN STUDENTS ONLY**  
(please tick the appropriate box)

**Yes**, I wish to apply to use my child's/ward's Edusave account for payment of 2<sup>nd</sup>-tier miscellaneous fee.

**No**, I do not wish to use my child's/ward's Edusave account for payment of 2<sup>nd</sup>-tier miscellaneous fee.

**PART 2: FOR MOE'S / SCHOOL'S COMPLETION**

Bank	Branch	MOE Bank Account Number	Level/ Class
7 1 7 1	0 0 8	0 0 8 0 1 2 4 3 6 1	
Bank	Branch	Account Number To Be Debited	Reference Number

**PART 3: FOR COMPLETION BY BANK**

To: MINISTRY OF EDUCATION

This application is rejected (please tick) for the reason(s):

<input type="checkbox"/> Signature/Thumbprint # differs from Bank's records	<input type="checkbox"/> Wrong account number
<input type="checkbox"/> Signature/Thumbprint # incomplete/unclear #	<input type="checkbox"/> Amendments not countersigned by applicant
<input type="checkbox"/> Account operated by signature/thumbprint #	<input type="checkbox"/> Others: _____

..... <b>Name of Approving Officer</b>	..... <b>Authorised Signature</b>	..... <b>Date</b>
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**MINISTRY OF EDUCATION  
INTERBANK GIRO  
General Information**

**(Please retain this for future reference)**

**Enquiry**

For enquiry on payment of school and miscellaneous fees, please call the following:

	<b>Tel Number</b>	<b>Operating Hours</b>
Customer Service Centre	6872 2220	8:30 am to 5:30 pm on Mondays to Fridays  8:30 am to 12:30 pm on Saturdays

**Deduction Dates**

Deductions are made on 26<sup>th</sup> of each month from February to December. If the 26<sup>th</sup> falls on a Saturday, Sunday or Public Holiday, deductions will be made on the next working day. You are advised to maintain sufficient funds for deduction. If deduction fails 2 times due to insufficient fund, GIRO will be suspended until the outstanding amount is settled by cash or cheque.

**Termination**

If you are the account holder, you can terminate GIRO by submitting a Termination Order to the Ministry. If you are not the account holder, please write to the Ministry of Education, Finance & Development Division, **Pupil Financial Services Section**, c/o 1 North Buona Vista Drive, MOE Building, Singapore 138675, for advice.

**Other Deductions**

Beside school and miscellaneous fees, your GIRO account will also be used for other deductions. These include your child's/ward's various national examination fees (Primary School Leaving Examination and GCE Examinations) and JAE fee (Joint Admission Exercise for admission to Junior Colleges/Centralised Institute) and charges imposed by the schools. You will be informed of the deduction dates and amounts payable when your child/ward is taking part in these examinations/exercise.

**Refund of School Fees and Charges**

School fees and charges overpaid by your child/ward will be refunded to the GIRO account that you maintain for the payment of school and miscellaneous fees. The refund will be credited to your GIRO account from 17<sup>th</sup> to 19<sup>th</sup> of the month.

**Deduction Code**

The deduction code shown in the bank book or current account statement for deduction of the above fees is "MOE".

**Other Information**

This GIRO instruction will carry on so long your child/ward remains in a Government or Government Aided primary, secondary school or junior college.